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**Memorandum of Understanding (MOU) between  
the Vacaville Teachers Association (VTA) and the  
Vacaville Unified School District (VUSD)  
Working Conditions and Hours for PLP Teachers  
For the VUSD Grades K-6 Independent Study Program**

This MOU shall be in effect from July 1, 2026 to June 30, 2027.

The District and the Association shall meet by June 1, 2027 to develop an extension to this MOU.

Each full-time PLP (Personal Learning Plan) teacher shall have one (1) hour of unencumbered preparation time per week for every grade level taught (for example: 4 grade levels taught in 1 week = 4 hours of prep in that week). These hours are to be scheduled by each teacher.

Full-time PLP teachers shall have a maximum of twenty-five (25) hours of student contact time. Part-time PLP teachers shall have no more than the proportional amount of student contact time (for example: an 80% unit member shall have no more than  $.80 \times 25 = 20$  hours).

Full-time PLP teachers shall have no more than twenty-five (25) students on a Personal Learning Plan (PLP) at a time. Part-time PLP teachers shall have no more than the proportional amount of PLP students (for example: an 80% teacher shall be no more than  $.80 \times 25 = 20$  students).

PLP student contact time shall be sixty (60) weekly minutes per student. Any variation from this time allotment shall be made by mutual consent of the unit member and the site administrator, and shall be based on student need.

Cooperative PLP sessions consist of two (2) or more PLP students. Teachers may choose to do cooperative PLP sessions based on student need.

PLP teachers shall not have to accept new students after the end of the third quarter, except in cases of students needing emergency placement in the ISP program.

PLP teachers shall not participate in fall conferences and the minimum days associated with those dates. PLP teachers shall not have adjunct duties.

PLP teachers shall not be required to attend staff meetings at the site where ISP is located, unless the site administrator requests it because there is a topic on the staff meeting agenda that pertains to the PLP teachers.

PLP teachers shall be included in staff meeting time that is used for district-wide professional development.

PLP teachers may take on home/hospital students in their regular work day, if all of the following criteria are met:

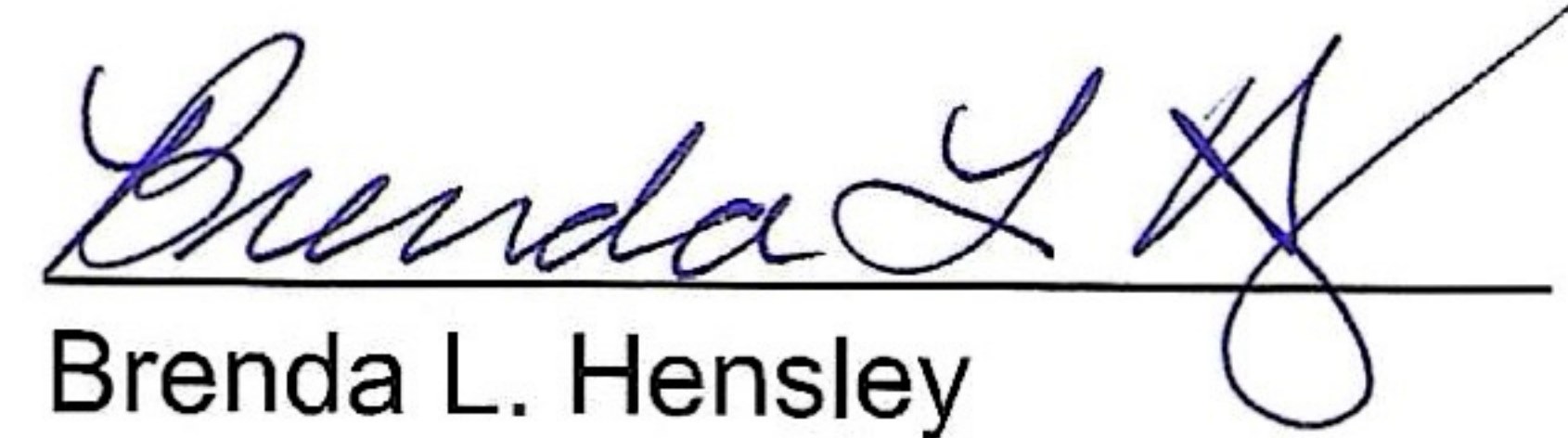
1. The teacher's schedule allows for five (5) hours of instruction per week per home/hospital student.
2. The teacher's schedule allows for one (1) hour of preparation time for this instruction.
3. The teachers may choose to hold instruction over Google Meet, have the student attend in person or meet the student at a public location or the student's residence.
4. The home/hospital student must be in grades K-6th.
5. Families were offered (if appropriate) the regular ISP program before they chose Home/Hospital placement.



Sasha Begell  
VUSD Associate Supt. Ed. Services

5/14/26

date



Brenda L. Hensley  
VTA President